

# REQUEST FOR RECORDS

**NOTE:** This form is not required by law. However, the more information you can provide, the quicker we can locate the record(s) you are requesting.

**Employee Taking Request:** \_\_\_\_\_

**Date of request:** \_\_\_\_\_ **Time of request:** \_\_\_\_\_

## **PERSON REQUESTING RECORDS:** (OPTIONAL)

Name: \_\_\_\_\_ DOB: \_\_\_\_\_

Address: \_\_\_\_\_ Phone: \_\_\_\_\_

CITY/STATE/ZIP: \_\_\_\_\_ Fax: \_\_\_\_\_

## **RECORD REQUESTED:** {CIRCLE TYPE(S)}

Incident      Accident      Arrest      Traffic/Mun Citation      Records Other

DATE(S) OF INCIDENT: \_\_\_\_\_ TIME OF INCIDENT(S): \_\_\_\_\_

SPECIFIC LOCATION OF INCIDENT: \_\_\_\_\_  
HOUSE #, STREET, # Apt #, ETC.

INVOLVED PERSON(S): \_\_\_\_\_ DOB: \_\_\_\_\_

ADDRESS: \_\_\_\_\_ PHONE: \_\_\_\_\_

OFFICER(S) INVOLVED: \_\_\_\_\_

## **DESCRIBE RECORD(S) REQUESTED:**

{ANY INFORMATION THAT WILL ASSIST THE EVANSVILLE POLICE DEPARTMENT IN FULFILLING THE REQUEST}

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**CIRCLE ONE:**      TO BE MAILED      WILL PICK UP \_\_\_\_\_

DATE & TIME

WE WILL ATTEMPT TO FULFILL ALL RECORD/DOCUMENT REQUESTS AS SOON AS POSSIBLE. POLICE RECORDS WILL BE MADE AVAILABLE WHEN THEY ARE COMPLETED, SUBMITTED, REVIEWED, AND APPROVED. PLEASE ALLOW 7-14 BUSINESS DAYS FROM ORIGINAL REQUEST. CERTAIN REQUESTS MAY TAKE LONGER THAN 7-14 DAYS TO FULFILL, IN WHICH CASE YOU WILL BE NOTIFIED THAT MORE TIME IS NECESSARY. IF YOU HAVE QUESTIONS, DIRECT ALL INQUIRES TO: CHIEF OF POLICE 608-882-2299.

- \* The requester will be charged .25 per page with a minimum fee of 2.00. See sec. 19.35(3)(a), Wis. Stats.  
The requester may be charged an hourly rate as permitted by law. See sec. 19.35(3)(c) Wis. Stats.  
The requester may be charged mailing and shipping fees. See sec. 19.35(3)(d), Wis. Stats.  
Prepayment may be required as permitted by law. See sec. 19.35(3)(f), Wis. Stats.